



STANDARDS OF APPRENTICESHIP

adopted by

PUGET SOUND ENERGY COMPANY APPRENTICESHIP COMMITTEE

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
LINEMEN		821.261-014	8000 HOURS
METERMEN		729.281-014	6000 HOURS
WIREMEN		820.261-014	8000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

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Committee Amended

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Standards Amended (review)

Standards Amended (administrative)

By: LAWRENCE CROW
Chair of Council

By: PATRICK WOODS
Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

Puget Sound Energy Company and the International Brotherhood of Electrical Workers Local Union #77, mutually working together for the advancement of the Puget Sound Energy Company and the progress of the employees, have developed a program of practical and technical personnel training. The apprentices of the Puget Sound Energy Company will gain a better understanding of their craft and a recognition of their obligation to the community. We, therefore believe the interest of the people of the State of Washington, the employees and Puget Sound Energy Company will be better served by this formal apprenticeship system.

The Apprenticeship Committee will consult with representatives of the Bureau of Apprenticeship and Training, U.S. Department of Labor, the Washington State Apprenticeship and Training Council, the State Department of Vocational Education and a copy of these Standards and Supplements thereto shall be registered with the Washington State Apprenticeship and Training Council.

The following Standards for the development of apprentices have been recommended by the Apprenticeship Committee in accordance with the provisions of the Collective

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Bargaining Agreement, and in cooperation with the Washington State Apprenticeship and Training Council.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

All service areas of the Company in the State of Washington with operating headquarters in Bellevue, Washington.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age: **At least 18 years of age.**

Education: **High School graduate or GED equivalent**

Physical: **Able to meet the requirements of the trade.**

Testing: **NONE**

Other: **NONE**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the

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apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

1. Linemen and Metermen apprentices shall be selected as follows:

Employees applying for any Lineman and Metermen apprentice vacancy shall be given preferential consideration in the following sequence.

- a. Employees covered by overhead or underground rules of the Collective Bargaining Agreement on a Company-wide basis of classification group seniority, having satisfied the prequalification requirements as specified in the November 3, 1997 Letter of Declaration and approved by the Joint Apprenticeship Training Committee (JATC).**
- b. Other employees having satisfied the prequalification requirements as specified in the Letter of Declaration and approved by the Joint Apprenticeship Training Committee (JATC).**
- c. External applicants having satisfied the prequalification requirements and meeting the criteria as specified in the Letter of Declaration and approved by the Joint Apprenticeship Training Committee (JATC).**

2. Wiremen apprentices shall be selected as follows:

Employees applying for any Wiremen apprentice vacancy shall be given preferential consideration in the following sequence.

- a. Employees working in the substation and relay classification group having satisfied the prequalification requirements, as specified in the Letter of Declaration and approved by the Joint Apprenticeship Training Committee (JATC).**
- b. Other employees in the A-Group having satisfied the prequalification requirements as specified in the Letter of Declaration and approved by the Joint Apprenticeship Training Committee (JATC).**
- c. External applicants having satisfied the prequalification requirements and meeting the criteria as specified in the Letter of Declaration and approved by the Joint Apprenticeship Training Committee (JATC).**

B. Equal Employment Opportunity Plan:

- 1. All employees, applicants for employment, and others are aware that this Sponsor is an Equal Opportunity Employer, and that all personnel, both management and non-management, are fully apprised of the Sponsor's official policy on Equal Employment Opportunity.**

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- 2. To encourage establishment and use of pre-apprenticeship preparatory trade training and to provide that those who engage in such programs are given full and equal opportunity for admission into the apprenticeship program.**
- 3. Responsible management shall recruit, hire, train, promote and compensate individuals without regard to race, color, religion, sex, national origin, age, the presence of non-job related disabilities or whether an individual is a disabled veteran or a veteran of the Vietnam Era.**
- 4. Minority and female organizations, vocational schools, community agencies, secondary schools and colleges having a high representation of minorities, and women are kept aware of the Sponsor's EEO policy, and it's commitment to Affirmative action. These sources are requested to recruit and refer minorities and women for all openings.**
- 5. Journey level employees of the Company are used to educate potential candidates for crafts' positions through school presentations and participation at career fairs.**
- 6. The Company participates in workshops sponsored by various recruiting sources to familiarize them with apprenticeship programs and opportunities.**
- 7. If the State's diversity goals are not met in the Apprenticeship program from internal qualified candidates, the seniority provision in the Collective Bargaining Agreement can be circumvented to meet the State's requirements and filled from qualified applicants**

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

The term of apprenticeship for line and wire apprentices shall not be less than 8000 hours of reasonably continuous employment. The term of apprenticeship for meter apprentices shall not be less than 6000 hours of reasonably continuous employment.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

The probationary period shall be 1,000 hours of reasonably continuous employment.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

The ratio of line, wire or meter apprentices to journey-level workers shall not be more than one apprentice to every gang of from two to six journey-level workers; provided that every headquarters may have at least one apprentice.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be

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less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

A. Meter apprentices

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours/0 - 6 months	75%
2	1001 - 2000 hours/7 - 12 months	78%
3	2001 - 3000 hours/13 - 18 months	81%
4	3001 - 4000 hours/19 - 24 months	84%
5	4001 - 5000 hours/25 - 30 months	88%
6	5001 - 6000 hours/31 - 36 months	92%

B. Line and Wire apprentices:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours/0 - 6 months	75%
2	1001 - 2000 hours/7 - 12 months	78%
3	2001 - 3000 hours/13 - 18 months	80%
4	3001 - 4000 hours/19 - 24 months	83%
5	4001 - 5000 hours/25 - 30 months	85%
6	5001 - 6000 hours/31 - 36 months	87%
7	6001 - 7000 hours/37 - 42 months	90%
8	7001 - 8000 hours/42 - 48 months	92%

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

The Company in conjunction with the Apprenticeship Committee will do everything possible to afford each apprentice the opportunity to learn all phases of their respective trade, and may at the Company's option transfer an apprentice to different locations of the Company to get the experience required to be a competent craftsman.

The completion of recommended OJT work tasks and a minimum of 6000 hours of related work experience is required to complete the meter apprenticeship. The completion of recommended OJT work tasks and a minimum of 8000 hour of related work experience is required to complete the line and wire apprenticeship programs covered by this standard.

A. Linemen Apprentice Training: Minimum Hours

Program - OJT Task List:

General Category320

Collective Bargaining Agreement
Oil spill clean-up procedure
State safety rules
Radio procedure (emergency)
Work sketch interpretation
Standards

Equipment & Tools1280

Bucket truck
Line truck
Hydraulic tools for bucket truck
Underground handtools
Care and use of barriers & rubber goods
Secondary test equipment
Hotsticks & attachments
Compression tools & dies
Knots & splices
Personal tools (climbing)
Gas chain saws

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<u>Transmission</u>	1200
Set transmission poles	
Transmission down & span guys	
Stringing conductors	
Baker board installation	
Hook Ladders	
Clipping in transmission conductors	
Replacing a stack insulator	
Replacing a bell in a string of insulators	
Patrolling	
Sagging & deadending	
Transmission framing	
 <u>Overhead Distribution.....</u>	 1500
Setting distribution Poles (de-energized)	
Tying in conductors (de-energized)	
Pole grounds	
Distribution guys	
Pole inspection	
Pole loading & transportation	
Storm work (night)	
Stringing conductors	
Sagging & deadending	
Splicing conductors (de-energized)	
Secondary phasing on single phase	
Pole framing	
Spider stringing system	
Socks & swivels	
Hanging street lighting	
Tree removal (de-energized)	
Travelers	
 <u>Underground Feeder Systems.....</u>	 1100
Vault setting & Positioning	
Pulling cables & proper rodder procedures	
Feeder splicing	
Switch cabinet installation	
 <u>Underground Plat Systems.....</u>	 1100
Termination risers	
Secondary faults	
Identifying underground	
Stakes & off-sets	
Vaults & j. box	
Conduit systems	

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Restoration

Cable #'s test electrically

Transformers & Banks.....1200

Single phase overhead transformer

Single phase total underground transformer

Single phase mini-pad transformer

Substations.....200

Substation non-recluse & type-c tripping

Climbing.....100

TOTAL HOURS: 8000

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Knowledge of WAC-45 related to Meter Work Practices
Conduct High Bill Inquiries (HBI)
Conduct WUTC investigations and overview
Conduct AMR investigations
Conduct ZERO consumption investigations
Conduct Overburn investigations
Conduct Demand investigations
Conduct Damaged meters investigations
Conduct Meter Tampering and Diversion investigations
Conduct 60-day NCC audits
Conduct AMR Radio Frequency (RF) verifications
Conduct Phase angle verifications

Programming/Load study400

Program and maintain AMR metering
Program and maintain Ion metering
Program and maintain Quantum metering
Program and perform load study for multi-function metering
Perform AMR retrofit
Perform AMR shooter verification
Program AMR modules (MFMFT)
Program with Meter master light
Program and certify RF reader
Perform recorder cartridge change outs
Program and maintain isolation relays and totalizers
Perform meter register program/code verification

Northwest Meter School120

NEC classes and seminars240

Power quality school80

TOTAL HOURS: 6000

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C. Wire Apprentice Training: Minimum Hours

Program - OJT Task List:

Testing.....1020

Hipot test (LTC vacuum bottles)
Dew point test
Core ground test
Leak test of Oil filled apparatus
Power factor test on transformers and regulators
Oil sampling for gas analysis test (metals in oils)
Megger test on transformers and regulators
Transformer turns ratio test (TTR)
Interpret information on the transformer nameplate
Winding resistance test
Oil dielectric tests
Cycle a power circuit breaker with load box
Set up and properly use a cycle counter
Set up and properly use the breaker analyzer
Micro-ohm meter test
Hi-pot test on vacuum circuit breakers
Megger test on power circuit breakers
Power factor test on power circuit breakers
Battery load test
CT ratio test

Inspection, Maintenance, Troubleshooting2050

Understanding control circuits and troubleshooting
Internal inspection and maintenance of high voltage compartment
of power circuit breakers
Inspection and maintenance of the hydraulic mechanism
Inspection and maintenance of the pneumatic mechanism
Inspection and maintenance of solenoid, motor, and spring operated
mechanisms of power circuit breakers
Troubleshoot the electrical and mechanical operation of a power
circuit breaker
Maintain single blade disconnect switches
Maintain a gang operated, air break, disconnect switch
Maintain gang operated, load break switches
Maintain fused disconnect switches and power fuses
Maintain motor operators, controllers, and wormgear opts
Maintain of capacitor banks
Paint electrical equipment
Maintain mobile substations
Maintain single phase regulator
Maintain reclosures

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Maintain potential transformers

Construction and Installation2500

Perform an external acceptance inspection of a transformer
Perform an internal inspection of a transformer
Perform an inspection/maintenance of a load tap changer
Set up an oil de-gassing trailer and perform vacuum process
Operate oil de-gassing trailer and fill with oil
Handling, filtering, and storing oil
Handling, filtering and storing SF6
Install single blade disconnect switches
Install gang operated, air break, disconnect switches
Install gang operated, load break switches
Install fused disconnect switches and power fuses
Install motor operators, controllers, and wormgear operators
Bend bus (using a mechanical or hydraulic bender)
Install bus
Assemble and erect a steel structures
Assemble and install a transmission capacitor bank
Assemble and install a distribution capacitor bank
Install a power transformer
Install a power circuit breaker and accessories
Install a power transformer
Install a power circuit breaker and accessories
Install ground grid, neutral and control cables
Testing substation ground grids
Perform test for soil resistivity
Install a substation drainage system
Install foundations
Perform miscellaneous fabrication
Retire oil equipment
Install cable splices or terminations

Wiring Practices:1000

Wire, test, troubleshoot and install meters, relays and control equipment
Wire, test, troubleshoot and install differential relays
Wire, test, troubleshoot and install field apparatus
Install and/or service junction boxes, raceway, conduit and connections for AC service

Switches Procedures750

Operate manual disconnect switches for clearance
Switch a distribution substation out of service
Switch a distribution substation into service
Switch a distribution power circuit breaker

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Switch a transmission power circuit breaker
Switch a substation regulator out of service
Switch a substation regulator into service
Switch a distribution substation capacitor bank out of service
Switch a distribution substation capacitor band into service
Switch a transmission substation capacitor bank out of service
Switch a transmission substation capacitor bank into service
Switch a transrupter into service
Switch a transrupter out of service
Switch a motor operator

Training and Practices580

Participate in training and practice activities
Participate in the Substation engineering process
Participate in grounding training/practices in substation operations
Perform administrative duties in the shop

Climbing.....100

TOTAL HOURS: 8000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ (X) Supervised field trips
- ☒ (X) Approved training seminars
- ☐ () A combination of home study and approved correspondence courses
- ☒ (X) State Community/Technical college
- ☐ () Private Technical/Vocational college
- ☐ () Training trust
- ☐ () Other (specify):

144 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

NONE

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X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

- 1. Each apprentice shall maintain a shop record that lists daily the number of hours worked on each work process. Where there is not free time after the crew comes in to make out this record on company time, it will be done on his/her own time without compensation. This record shall be verified by the supervisor and shall be submitted to the superintendent monthly. The supervisor responsible for the apprentice shall submit it on a quarterly basis to the JATC. The superintendent shall maintain a cumulative record to each apprentice showing the involved in the training, together with such other information as may be necessary to provide an adequate apprenticeship record. Records shall be submitted to the Apprenticeship Committee for their approval at periodic intervals.**
- 2. Apprentices are encouraged to take up all individual suggestions, recommendations, or minor grievance with their local JATC subcommittee. On all questions other than apprenticeship, normal company procedure under its Collective Bargaining Agreement will apply.**
- 3. This agreement may be terminated by the Company or the Union as to any future program of training of new personnel after giving the party ninety**

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(90) days written notice of election to do so. This right shall not in any way involved the completion of training of those apprentices then in training.

- 4. All apprentices incurring time loss due to illness or injury will be required to make-up all lost hours when the time loss is:**

More than 174 hours in any period.

More than 260 hours in any 2 adjacent periods.

More than 522 hours in a 3-year apprenticeship.

More than 696 hours in a 4-year apprenticeship.

Upon completion of make-up hours, any seniority lost by the absence will be restored. Absences of lesser duration which affect the apprentice's progress may extend the apprenticeship if deemed necessary by the JATC.

- 5. Apprentice school attendance is mandatory. The only excused absences will be for illness or emergency. Emergencies are situations or occurrences of a serious nature, developing suddenly and unexpectedly, and demanding immediate action. Failure to attend school may result in disciplinary action being issued to the apprentice. Disciplinary action may include, but is not limited to, a written warning, suspension of apprenticeship, withholding of a wage increase or cancellation of apprenticeship.**

One excused absence will result in the rate of pay being frozen until the school work is made up. The apprentice must meet with the Local JATC to discuss the reason for the absence.

Two unexcused absences, within one school year, will result in the rate of pay being frozen until such time as the school work is made up. The apprentice will meet the JATC and show cause why they should not be removed from the program.

Apprentices missing school due to illness or emergency must notify the Training Department or the instructor as soon as possible.

- 6. Line and Wire apprentices must successfully complete Apprentice Climbing school prior to starting their third (3rd) period of apprenticeship with a passing score based on testing and instructor evaluation.**
- 7. All Line, Wire, and Meter apprentices registered with the State after January 1, 1998 will conform to current standards, as approved. All Line, Wire, and Meter apprentices registered before January 1, 1998 will conform to standards approved previously at the time of registration with the State.**

B. Local Apprenticeship Committee Policies

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NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing

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- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members.

Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

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- Apprenticeship Agreement Card – within first 30 days of employment
 - Authorization of Signature - as necessary
 - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
 - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion

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- Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
 6. Hear and adjust all complaints of violations of apprenticeship agreements.
 7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently

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participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.

2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **SEE ABOVE**

Program type administered by the committee: **INDIVIDUAL JOINT**

The Apprenticeship Committee shall be composed of equal representation from the Company and the Union. Selection of these individual members will be made by their respective organization.

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The employer representatives shall be:

Steven G. Brown, Secretary
4542 Grahn's Lane NE
Bremerton, WA 98311

Daniel P. Hano III
57 Pt. Fosdick Ter. NW
Gig Harbor, WA 98335

Scott C. Keaton
21023 230 Avenue Se
Maple Valley, WA 98038

The employee representatives shall be:

John W. Cone Jr., Chair
25724 West Lake Wilderness Dr. SE
Maple Valley, WA 98038

Ronald Olson
PO Box 7535
Olympia, WA 98507

Jeff Patterson
16208 37th St Ct E
Sumner, WA 98390

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

Central:

The Employer Representatives Shall Be:

Rob Fuhlman
15617 90th Avenue Ct. E.
Puyallup, WA 98375

Rory Cahill
4932 Dover St.
Everett, WA 98203

The Employee Representatives Shall Be:

Dave Brooks
29626 SE 82nd St.
Issaquah, WA 98027

George White
16629 SE 261st
Covington, WA 98042

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North:

The Employer Representatives Shall Be:

**Brent Weidemann
2620 Oakes Avenue
Anacortes, WA 98221**

**Scott Keaton
21023 - 23rd Avenue SE
Maple Valley, WA 98038**

The Employee Representatives Shall Be:

**Ron Clizbe
2301 Samish Way
Bellingham, WA 98248**

**John Swenson
28883 Bacus Road
Sedro Woolley, WA 98284**

Southwest:

The Employer Representatives Shall Be:

**Dan Hano
57 Pt. Fosdick Ter. NW
Gig Harbor, WA 98335**

**Scott Keaton
21023 - 23rd Avenue SE
Maple Valley, WA 98038**

The Employee Representatives Shall Be:

**Rick Collins
8011 138th St. E.
Puyallup, WA 98373**

**Bob Stewart
17137 Cook Street SE
Tenino, WA 98589**

**Bryan Cook, Alternate
7912 Crystal Manor Lane
Silverdale, WA 98383**

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XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Patti Gjendem, Apprenticeship Coordinator
PO Box 90868 XRD-LL
Bellevue, WA 98009-0868**

**Physical address:
805 - 156th Avenue NE
Bellevue, WA 98007**